

Greetings from the Army Management Staff College (AMSC), and welcome to CES Intermediate Course!

Please understand that AMSC has no authority to approve any cancellations. If (for any reason) you cannot attend this session, you must submit a request for cancellation through CHRTAS.

Both your supervisor and your Command's Training Coordinator must approve the cancellation.

If you withdraw from the class, you must re-apply if you want to attend a future class—you *cannot rollover into another class*.

You should have received email notification with instructions on how to sign in on AMSC's student portal to complete the distributed learning (dL) session.

For important administrative information regarding your attendance in the course, it is imperative that you review the Administrative materials. Give special attention to the following important items:

- TDY
- Lodging
- Transportation
- What to Wear

The class opening is business casual attire (See "What to Wear" in your Administrative materials.) You need to report to the Humphrey's Hall main foyer in the Thurman Lecture Hall by 0815 on the first day of class to receive your classroom assignments. Humphreys Hall is directly across the street from Knadle Hall. If you are a local student, you will find Humphreys Hall directly behind the Garrison Headquarters building.

The class closing (graduation) is scheduled for 1030 on your last scheduled class day, also in the Thurman Lecture Hall and is your final guest speaker event (business attire). (See "What to Wear" in your Administrative materials.) Guests are welcome. Since we expect a rather large class, you can estimate the closing will be completed around 1130.

We look forward to your arrival, and we are busy getting things ready for you here. When you arrive, we will get organized quickly and begin functioning as a team. We set up the environment for you to work hard and succeed.

Complete all requirements before arriving to class; failure to do so has caused problems for students that could have been avoided with prior planning and action. In particular, let me re-emphasize several of these requirements. Phase I dL Requirements are listed on the AMSC student portal under the Getting Started tab and include:

1. A Personal Leadership Style Draft Paper, which you must complete prior to your arrival for the course.

2. Your Organizational Situation.

3. **A book of your choosing to read about a significant leader (military or civilian) in its entirety! Bring the book with you to the resident class, and be prepared to discuss it (across the spectrum of leadership and management issues and challenges).

The Intermediate Course is only 3-weeks in length, so leave during class days is normally not approved.

If you arrive with a positive attitude, a willingness to learn, and a desire to share your knowledge and experiences with your colleagues, you will enjoy the AMSC experience.

Again, congratulations on your selection to the Intermediate Course, and welcome to AMSC!

Jack Hart
Director, Intermediate Course